

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
LOCAL RULES ON ELECTRONIC FILING**

LR 5.7.01W Filing By Electronic Means

In addition to filings by conventional means, the Clerk shall accept filings, signed or verified by electronic means that comply with the rules and procedures established by the Court. Unless otherwise noted, **LR 5.7.01W - 5.7.13W** shall apply to both civil and criminal matters. Conventional filings shall be converted to electronic files by the Clerk. The electronic record shall be the official record of the court. NOTE: Refer to the Administrative Procedures of the Court.

LR 5.7.02W Eligibility, Registration, Passwords

Attorneys admitted to the bar of this court, including those admitted *pro hac vice*, Federal Public Defenders, and attorneys authorized to represent the United States, may register as Users of the Court's Electronic Filing System. Registration requires the User's name, address, telephone number, Internet e-mail address, and a declaration that the attorney is admitted to the bar of this Court and has received Court approved training in the use of the System.

Registration as a User constitutes consent to electronic service of all documents as provided in these rules and the Federal Rules.

Once registration is completed, the User will receive notification of his or her log-in and password. User agrees to protect the security of his or her password and immediately notify the clerk if he or she learns the password has been compromised.

LR 5.7.03W Consequences of Electronic Filing

Notice of Electronic Filing from the Court constitutes evidence of filing for all purposes, and entry of the document on the docket kept by the Clerk.

It shall be the User's responsibility to ensure all scanned documents are legible.

The official record shall be the electronic record. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing sent from the Court. A document filed in paper form is deemed filed by the Court on the date the document is received by the clerk's office.

LR 5.7.04W Entry of Court-Issued Documents

Entry of an order or judgment electronically by the Court shall have the same force and effect as a conventional order or judgment signed by the Court.

When an order is issued as an entry on the docket without an attached document, such order shall be served on the parties.

A summons may be signed, sealed, and issued electronically. A summons may not be served electronically.

LR 5.7.05 Attachments and Exhibits

Exhibits and attachments may be filed electronically when permissible under the Federal Rules and Local Rules. When an attachment is in support of a filing, such exhibits or attachments shall be limited to pertinent excerpts unless the Court orders otherwise.

LR 5.7.06W Sealed Documents

Documents ordered to be placed under seal may be filed conventionally or electronically. If filed conventionally, a paper copy of the order must be attached to the documents under seal and delivered to the Clerk.

LR 5.7.07W Retention Requirements

Documents electronically filed which require original signatures other than that of the User must be maintained in paper form by the User for 1 year from the expiration of all time periods for appeals.

LR 5.7.08W Signatures

The user log-in and password required to submit documents to the Electronic Filing System shall be the User's signature for all purposes.

Documents requiring signatures of more than one party must be electronically filed either by: (1) submitting a scanned document containing all necessary signatures; (2) indicating the consent of the parties who did not sign the document; or (3) submitting a list of the parties who did not sign the document whom user has contacted and have agreed to submit an endorsement no later than three business days after filing.

LR 5.7.09W Service of Documents by Electronic Means

The “Notice of Electronic Filing” automatically generated by the Court’s Electronic Filing System constitutes proof of service of the filed document on Users. Parties who are not Users must be served in accordance with the Federal Rules and the Local Rules.

Sealed filings do not produce a “Notice of Electronic Filing.” Service of any sealed document must be in accordance with the Federal Rules and the Local Rules.

A certificate of service must accompany all electronic filings. The certificate of service must identify the method of service upon each party.

LR 5.7.10W Notice of Court Orders and Judgments

The entry of an order or judgment into the Electronic Filing System by the Court will generate a “Notice of Electronic Filing” to all Users in that action. The “Notice of Electronic Filing” constitutes the notice required by the Federal Rules. The clerk shall give notice to non-Users in accordance with the Federal Rules.

LR 5.7.11W Technical Failures

A User whose electronic filing is made impossible as the result of a technical failure in the Court’s Web Site may seek appropriate relief.

LR 5.7.12W Public Access

In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all pleadings filed with the court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.

- a. **Social Security numbers.** If an individual’s Social Security number must be included in a pleading, only the last four digits of that number should be used.
- b. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- c. **Dates of birth.** If an individual’s date of birth must be included in a pleading, only the year should be used.
- d. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
- e. **Home Addresses.** If home addresses are relevant, only the city and state should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may

- a. file an unredacted version of the document under seal, or
- b. file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its(their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the filing or the reference list shall be retained by the Court. The Court may require the party to file a redacted copy for the public record.

The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk will not review filing for compliance with this rule.

LR 5.7.13W Hyperlinks

Material accessed by hyperlink will not be a part of the record. Hyperlinks are simply convenient mechanisms for accessing material cited in a filing. NOTE: See the Court's Administrative Procedures for further information on hyperlinks.